

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
OCTOBER 4, 1993
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. to 7:30 p.m. to discuss personnel and negotiations. All trustees were present.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by President Williams at 7:30 p.m. Trustee Lorch led the pledge of allegiance and asked for a minute of silence in honor of deceased Saddleback College counselor, Howard Bergman.

CALLED
TO ORDER

Members of the Board of Trustees

John Williams, President
Harriett Walther, Vice President
Joan Hueter, Clerk
Steven Frogue, Member
Teddi Lorch, Member
Marcia Milchiker, Member
Lee Rhodes, Member
Monica Mukai, Student Member

PRESENT

Administrative Officers

Tony Carcamo, Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Linda Kroner, Vice Chancellor, Human Resources
Cal Nelson, Interim President, Saddleback College
Terry Burgess, Acting President, Irvine Valley College

Absent:

Anna McFarlin, Interim Chancellor

Faculty Association

Mike Runyan

Academic Senate

Terry Robinson
Wendy Phillips

California School Employees Association
No representation

Classified Senate/Councils

Connie McClain
Carol Dobson

Associated Student Government

Matt Brady
Phil Zavadil

President Williams announced that item 10 was removed from the agenda. Motion by Trustee Milchiker, seconded by Trustee Lorch, to approve the agenda as amended, including replacement and/or additional pages to items 21a and 21b. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Walther, seconded by Trustee Frogue, to approve the minutes of the September 20, 1993, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions from closed session.

CLOSED SESSION

Item 13 was removed from the consent calendar for separate discussion. Motion by Trustee Lorch, seconded by Trustee Milchiker, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSENT
CALENDAR**

Motion by Trustee Hueter, seconded by Trustee Frogue, to accept for review and study Board Policy 3500, Claims Procedure. Trustee Lorch requested a copy of Government Code, Section 905, referenced within Board Policy 3500, and Trustee Frogue requested that it be sent to all board members. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**BOARD
POLICIES**

Motion by Trustee Walther, seconded by Trustee Lorch, to approve Board Policy 4008, Fingerprinting of Personnel, with the deletion of the sentence, "The District may exempt from this requirement substitute and temporary employees employed for less than a school year," but leaving in place the code reference. In response to questions, Vice Chancellor Kroner indicated that it is not possible to get the fingerprinting report on an individual from the Justice

Department prior to the individual's employment, that no fee will be charged by the District for fingerprinting, and that there should be no adverse impact on Safety and Security staff in adding fingerprinting duties. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the revised instructional materials fees for 1993-1994 for Saddleback College and Irvine Valley College. Presidents Burgess and Nelson indicated that they each reviewed all courses to be offered for spring 1994 and adjusted the instructional materials fees on a course-by-course basis to the appropriate level for the materials actually provided to students. ASIVC Vice President Zavadil questioned the legality of the fees and distributed copies of pertinent sections of Title 5 to the board, and expressed concern that students were left out of the decision to levy the fees. Following discussion, motion by Trustee Frogue, seconded by Trustee Lorch, to amend the present motion to repeal the instructional materials fees for spring 1994 semester. President Williams stated that an item to repeal the fees would have to be agendaized and repealing the fees was not the issue before the board currently. Trustee Walther stated that since there are no board meetings before the class schedules go to print on October 11, the revised, course-by-course fees need to be approved to replace the across-the-board fees to ensure that the district is in full compliance with the law. Following further discussion, Trustee Frogue withdrew his motion to repeal the fees and made a motion, seconded by Trustee Lorch, to table the vote and the continuation of the fees in the spring semester. Motion failed. Professor Robinson and both ASG representatives read resolutions approved by their groups prior to knowing the details of the revised fee schedules. Following further comments and discussion, President Williams stated that the opinion of the district's legal counsel was that the fees are legal whereas the opinion of the General Counsel to the State Chancellor's Office is different, but they are both legal opinions. President Williams added that the fees will be studied again and will be brought back to the board in February or March 1994. After further discussion, original motion carried with Trustees Frogue, Lorch, and Student Trustee Mukai abstaining to vote.

**INSTRUCTIONAL
MATERIALS FEES**

President Williams called for a ten-minute recess at 9:05 p.m.

RECESS

The board approved Saddleback College guest speaker Leo Zulueto for his lecture on the history of Tribal art and designs on November 8, 1993, for honorarium in the amount of \$400, and Runoko Rashidi for his lecture on "African Presence in the Early World" on November 10, 1993, for honorarium in the amount of \$400; Frank Long and Dana Seufert for their orchestral performances in the Saddleback College musical, *The Lady from Maxim's*, for a fee not to exceed \$500 each; and the individuals listed for their presentations at the Irvine Valley College Staff Development for Business Educators Project workshops for the fees indicated.

**GUEST SPEAKERS,
ARTISTS, AND
PRESENTERS**

The board approved consulting agreements with the individuals listed to serve as clinical evaluators, proctors, center assistants and resident actors for the Saddleback College Regional Health Occupations Resource Center for an amount not to exceed \$5,000 per year, and with David L. Pastore to develop a fee-based program at Irvine Valley College to serve the CIM related manufacturing for the electronics industry program at a rate of \$25 per hour and a total fee not to exceed \$2,500.

**CONSULTANT
AGREEMENTS**

The board approved the field trip for six Saddleback College Journalism 120 students and Professor J. Michael Reed, Lariat Advisor, on October 28-31, 1993, to attend the Associated Collegiate Press national convention in Dallas where the Lariat will receive an award, at a cost not to exceed \$4,000.

FIELD TRIP

The board approved the Irvine Valley College Foundation Community Awards Dinner to be held in the spring of 1994 to honor outstanding individuals in the communities served by IVC, and an Orange County Literacy Network (OCLN) Conference to be held on October 29, 1993, at IVC for an amount not to exceed \$200.

IVC EVENTS

President Nelson stated that a listing of allocations for department chairperson assistance for Spring 1994 was provided for the board's information. Trustee Lorch asked why all reassigned time had not been reinstated and President Nelson answered that there were insufficient funds. Saddleback College Academic Senate President Robinson asked that if the board intended to take a second look at the high-profile programs, he would like the Senate to have an opportunity to discuss the issue and bring back recommendations to the board. President Nelson noted that the issue was thoroughly discussed last spring during budget cuts and input was encouraged from all governance groups. Trustee Lorch asked President Nelson to bring back to the Academic Senate and then to the board at the October 18 board meeting a review of all the programs that were cut.

**DEPARTMENT
CHAIRPERSONS**

The board approved granting certificates of achievement to the students listed by Saddleback College and Irvine Valley College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved Change Order 1 to increase the contract for the Saddleback College Chemical Storage Facility by \$1,298 to \$417,606 with seven days extension to the project completion date; and Change Order 5 to increase the contract for the Irvine Valley College Hart Gymnasium project by \$11,634.62 to \$3,376,369.08 with no extension to the project completion date.

**CHANGE
ORDERS**

Motion by Trustee Lorch, seconded by Trustee Rhodes, to approve Bid 185 to create a multi-station computer/instructional classroom at IVC for CAD as follows: software to Thomas Paton & Associates totaling \$20,203.12 with funds allocated through the 1993-1994 General Budget; hardware to International Data Systems for \$95,863.02; laser printer to PC Systems Design for \$3,744.31, with the financing for the hardware through a five-year lease/purchase with Public Leasing. President Burgess detailed the item and answered questions. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**AWARD
OF BID**

The board rejected Bid 174 for installation of a district water filter system and Bid 186 for outright purchase of relocatable trailers at Irvine Valley College with rejection due to prohibitive cost.

**REJECTION
OF BIDS**

The board adopted the following resolutions to amend the 1993-1994 General Fund Restricted Budget in the amounts indicated: Resolution 93-51, Saddleback College - BFAP Administrative Allowance, by \$16,182; Resolution 93-52, Irvine Valley College/Saddleback College - Extended Opportunities Programs and Services, by \$41,400; and Resolution 93-53, Saddleback College - Nursing Instructors In-Service Training, by \$5,010.

**BUDGET
AMENDMENTS**

The board denied claims against the district by Lucille Page and Lawrence Peter Reininger, and approved notifying claimants of such action.

**CLAIMS
AGAINST THE
DISTRICT**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve/ratify the transfers of appropriations as delineated. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**TRANSFERS
OF BUDGET
APPROPRIATIONS**

The board approved purchase orders 42442 through 42740 totaling \$179,795.29.

**PURCHASE
ORDERS**

The board approved checks 41324 through 41854 totaling \$1,035,138.13; credit card purchases totaling \$3,038.93; Saddleback College Community Education checks 4177 through 4204 totaling \$5,609.10; and Irvine Valley College Community Education checks 4532 through 4559 totaling \$74,301.74.

**PAYMENT
OF BILLS**

There were no public comments.

PUBLIC COMMENTS

President Williams commended Vice President Brewer, Vice Chancellor Kroner and all those involved in the effective handling of the recent receipt of racial hate mail received by a Saddleback College student during President Nelson's absence from campus, and emphasized that the district will not tolerate such incidents.

**TRUSTEES'
REPORTS**

Trustee Walther reported that there were many outstanding presentations at the recent ACCCT conference and that with the other board members approval she ordered a videotape of the presentation on boardsmanship by John Carver, one of the featured speakers. She noted that she had received a brochure announcing Make a Difference Day to be held on Saturday, October 23, a national day of community service sponsored by the Volunteer Center and The Times Orange County, and encouraged everyone to participate.

Trustee Frogue reported that the ACCT conference was very informative and beneficial, especially for new board members. He congratulated Trustee Walther on presenting two topics at the conference.

Trustee Milchiker reported that she found the ACCT conference session on apprenticeships and the importance of training workers for industry to be very pertinent and is interested in bringing the speaker to the district for a presentation. She indicated that she attended a recent OCSBA meeting and that they are working hard to defeat the voucher initiative. Trustee Milchiker added that she is continuing to accept donations for OCSBA PAC and that there are training sessions available for anyone who wishes to speak against the issue.

Trustee Rhodes commended Vice Chancellor Carcamo for the information he provided the board on a proposed reorganization of Fiscal Services that would result in considerable savings to the district. He stated that he especially appreciated the organizational charts, current, and proposed, which allowed him to visualize the changes and areas where savings can be achieved.

Trustee Lorch agreed with Trustee Rhodes' comments and thanked Vice Chancellor Carcamo for his proposed reorganization and information provided to the board. She stated that as a result of attending many seminars at the recent ACCT conference she believes that effective performance in this time of unprecedented competition for students, funds and recognition requires higher levels of focus and specialization to shape the district's destiny. Trustee Lorch continued that she believes now is the time to commit to effective, strategic planning and management process, and total quality leadership.

Student Trustee Mukai reported that she learned a lot at the ACCT conference and plans to implement what she has learned. She stated that the instructional materials fees issue has been a recurring issue and that it should have been dealt with earlier.

President Nelson thanked Vice Presidents Brewer and Hodge, Dean Barr, and ASG President Brady for their expedient handling of the recent racial incident during his absence from campus. He reported that from 7 to 9 p.m. in SSC225 on October 5 the Saddleback College Honors Program and Community Education Department will sponsor a nonpartisan community forum on education reform and the California voucher initiative and invited everyone to attend. He commended John McIntyre and his staff for another successful "Education - A Cause For Celebration" fundraising gala, and added that he enjoyed attending the Outstanding Teacher of the Year breakfast with Professor Bill Holston, Saddleback College's Teacher of the Year.

**PRESIDENTS
REPORTS**

President Burgess thanked Trustee Hueter for joining him and Chancellor McFarlin at the 10th Annual LULAC Outstanding Hispanic Educator Awards on September 25 where IVC Professor Francisco Marmolejo was recognized for his many contributions. He also thanked Trustee Rhodes for attending one of the sessions with the visitors from the Universidad del Noroeste of Hermosillo, Mexico, during the preceding week. President Burgess noted that commitments were made to connect both colleges through Infonet and to coordinate short-term student exchanges, and to look at the possibility of faculty exchanges in the future as well as semesters abroad.

Professor Robinson distributed copies of the Title 5 regulations on academic senates which lists the ten defined areas of "academic and professional matters." He stated that the Saddleback College Academic Senate in association with the Irvine Valley College Academic Senate hopes to work with the board in the near future in developing policies on collegial consultation on the items listed.

**ACADEMIC
SENATES'
REPORTS**

Professor Phillips recognized Dean Zasueta for his many accomplishments and wished him well in his future endeavors. She stated that President Burgess has consulted with the Senate on several occasions in filling the resultant Acting Vice President of Instruction position and it is still in the consultation process. Professor Phillips reported that the statewide senate meeting is November 5, 6, and 7 in the Los Angeles area and noted that their representatives will commute to save money. She invited two board members to attend and stated the Senate would pay their registration fees. Professor Phillips reminded the board that the joint Senate meeting is tentatively scheduled for October 22.

Ms. McClain thanked President Nelson for meeting with her and Professor Robinson on alternating weeks to keep them apprised of issues. She also thanked the district for providing CFIER training and stated that the Classified Senate and C.S.E.A. are entering into a cooperative deliberation on the possibility of using CFIER to identify the distinctions and define the responsibilities of the two groups.

CLASSIFIED
SENATE/COUNCILS
REPORTS

Ms. Carol Dobson introduced herself and stated that she is the President Elect of the IVC Classified Council. She stated that the Council is also involved in CFIER training and believes it is very helpful.

President Williams announced the addition of the two student government presidents at board meetings and welcomed ASG President Matt Brady and ASIVC Vice President Phil Zavadil.

Mr. Brady thanked the board for official seating at board meetings. He announced that Saddleback College's homecoming is on October 9 preceded by a barbecue at 5:00 p.m. on the practice field. He indicated that other upcoming events include a blood drive on October 12, Red Ribbon Week the last week in October, and the ASG sponsored talent show to benefit the Orange County Special Olympics on November 23. Mr. Brady reminded the board that both student governments will present their 1993-1994 budget at the October 18 board meeting.

ASG
REPORTS

Mr. Zavadil thanked the board for providing a place at the meetings. He stated that he will represent ASIVC President Neal Tiwari at board meetings during the fall semester. Mr. Zavadil reported that various charities will be on the IVC campus on October 5 to encourage people to get involved in their organizations. He indicated that ASIVC intends to focus on several issues during the year including course and faculty evaluations, initiating a college hour for planning meetings and activities, and combating student apathy which he indicated was apparent by the small number of votes in the last student government election. Mr. Zavadil added that there will be a follow up on the instructional materials fees at the state level through CalSACC and perhaps a letter-writing campaign to legislators.

Vice Chancellor Kelly commended Vice Presidents Brewer and Hodge, Dean Barr, ASG President Brady, Vice Chancellor Kroner, Director Newell, and Mr. Rusty Kennedy, Executive Director of the Orange County Human Relations Council, for their help in handling the racial incident. He indicated that work is in progress to coordinate an open forum to discuss racism and similar issues in an attempt to prevent further incidents. Vice Chancellor Kelly reported that he attended one of the morning sessions with the visitors from Universidad del Noroeste and was pleased to learn that the two colleges will continue to work together. He thanked Dean Zasueta for his dedication and service to the district.

**CHANCELLOR'S
REPORT**

Motion by Trustee Hueter, seconded by Trustee Lorch, to approve the submitted academic and classified personnel actions including replacement pages, with the omission of the Authorization of Consultant Agreement item on page 2, Exhibit A, of the classified personnel action replacement pages. Motion carried unanimously.

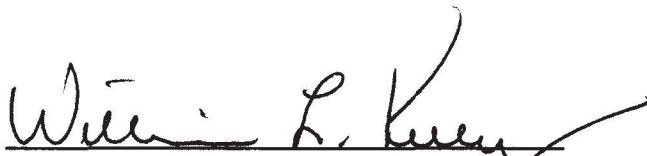
**PERSONNEL
ACTIONS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to accept the following gifts: one exercise rowing machine to be used in the Fitness Center, donated by Ken Woodward to Saddleback College; interior design samples to be used by students in Interior Design classes, donated by Terri Barnum to Saddleback College; one Dayna File/Dayna File Guide, and one Elpac Power supply for peripheral equipment to be used by Tech & Applied Science Division/Electronics lab students, donated by Penny Lewis to Saddleback College; 800 soccer programs to be distributed at IVC soccer games, donated by Barry West, Newport Stationers, to Irvine Valley College; replacement parts for existing Packard Bell computer, monitor and keyboard systems, donated by Terry Thorpe to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 10:10 p.m.

ADJOURNMENT


William L. Kelly, Assistant Secretary